



# RESOLUTION No. 22-049

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

**RESOLUTION ACCEPTING REGIONAL EARLY ACTION PLANNING (REAP) GRANTS PROGRAM FUNDS IN THE AMOUNT OF \$462,699 AMENDING THE FISCAL YEAR 2021/22 PLANNING BUDGET IN THE AMOUNT OF \$175,000 AND AUTHORIZING THE PLANNING DEPARTMENT TO ENTER INTO A PARTICIPATION AGREEMENT WITH MARIPOSA, AMADOR, AND CALAVERAS COUNTIES TO DEVELOP THE MOTHER LODE REGIONAL ACCESSORY DWELLING UNIT WORKBOOK (4/5 AFFIRMATIVE VOTE REQUIRED)**

WHEREAS, the Board of Supervisors of the County of Nevada authorized application for, and receipt of, Regional Early Action Planning Grants Program or REAP in the amount of \$462,699 with Resolution 21-018; and

WHEREAS, Standard Agreement STD 213 between the State of California, Department of Housing and Community Development (Department) and the County of Nevada has been executed and is attached as Exhibit A; and

WHEREAS, the grant has been awarded to the Community Development Agency (CDA) and revenues will be deposited to the Planning Department in the amount of \$462,699 to the Planning Department 1123-20708-325-7000/445090; and

WHEREAS, the grant funds need to be accepted and the Planning budgets amended for Fiscal Year 2021/22; and

WHEREAS, the grant becomes effective upon approval by all parties and funds must be expended by December 31, 2023; and

WHEREAS, the County desires to partner with the Mother Lode Region Counties of Mariposa, Amador, and Calaveras to prepare a regional accessory dwelling unit workbook as provided for in Exhibit B.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Nevada resolves as follows:

SECTION 1. The Nevada County Board of Supervisors accepts the award of REAP Grant Funds in the amount of \$462,699.

SECTION 2. The Nevada County Board of Supervisors directs the Auditor-Controller to amend the Fiscal Year 2021/22 Planning budget:

Increase:

1123-20708-325-7000/445090	\$175,000
1123-20708-325-7000/521520	\$175,000

SECTION 3. The Nevada County Board of Supervisors authorizes the Planning Director as authorized representative to enter into a participation agreement with Mariposa, Amador, and Calaveras counties for the purposes of preparing a regional accessory dwelling unit workbook.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 11th day of January, 2022, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller and Susan K. Hoek.

Noes: None.

Absent: Hardy Bullock.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 

  
Susan K. Hoek, Chair

1/11/2022 cc: Planning\*  
AC\*

# EXHIBIT A

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

SCO ID:

**STANDARD AGREEMENT**

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (if applicable)

STD 213 (Rev. 04/2020)

21-REAP-16845

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CONTRACTOR'S NAME

County of Nevada

2. The term of this Agreement is:

START DATE

Upon HCD Approval

THROUGH END DATE

12/31/2024

3. The maximum amount of this Agreement is:

\$462,699.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Authority, Purpose and Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	3
Exhibit C*	State of California General Terms and Conditions	GTC - 04/2017
Exhibit D	REAP General Terms and Conditions	9
Exhibit E	Special Conditions	0
TOTAL NUMBER OF PAGES ATTACHED		15

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OIG/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Nevada

CONTRACTOR BUSINESS ADDRESS

950 Maidu Avenue

CITY

Nevada City

STATE

CA

ZIP

95959

PRINTED NAME OF PERSON SIGNING

BRIAN FOSS

TITLE

Director of Planning

CONTRACTOR AUTHORIZED SIGNATURE

*Brian Foss*

DATE SIGNED

11/18/21

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS

2020 W. El Camino Ave., Suite 130

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

Shaun Singh

TITLE

Contracts Manager,  
Business & Contract Services Branch

CONTRACTING AGENCY AUTHORIZED SIGNATURE

Shaun Singh

Digitally signed by Shaun Singh  
Date: 2021.11.30 15:14:52 -08'00'

DATE SIGNED

11/30/21

California Department of General Services Approval (or exemption, if applicable)

Exempt per: SCM Vol. 1 4.04.A.3 (DGS memo dated 06/12/1981)

**EXHIBIT A**

**AUTHORITY, PURPOSE AND SCOPE OF WORK**

**1. Authority**

The Local Government Planning Support Grants Program is established for the purpose of providing regions and jurisdictions with one-time funding, including grants for planning activities to enable jurisdictions to meet the sixth cycle of the regional housing need assessment. Up to two hundred fifty million dollars (\$250,000,000) shall be distributed under the program in accordance with Sections 50515.02 and 50515.03. Of this amount, approximately one hundred twenty-five million dollars (\$125,000,000) is available to councils of governments and other regional entities. HCD shall administer the Program (referred to herein as the Regional Early Action Planning Grant Program, or "REAP") to councils of governments and other regional entities in accordance with the Notice of Funding Availability along with associated guidelines and forms ("NOFA"), pursuant to Health and Safety Code section 50515.04(f).

Pursuant to Health and Safety Code Section 50515.02(d)(3), a council of governments or a fiscal agent of a multiagency working group as defined in 50515.02, may request up to 25 percent of its available funding in advance. This Standard Agreement authorizes the encumbrance of total funds available to the applicant pursuant to the NOFA, subject to all statutory requirements and all applicable provisions including the NOFA, initial application, subsequent advance payment application, award for 25% advance payment, and award for the remaining amount, along with the required amendment to this agreement.

The Grantee shall consult with the Department on any amendment or other provision related to the implementation of the Program. The Department decisions related to the administration of the Program shall be final pursuant to Health and Safety Code section 50515.04(g).

**2. Purpose**

In accordance with the authority cited above, the Grantee has been awarded financial assistance in the form of a grant from the Program. The Department has agreed to make the grant for planning activities pursuant to the NOFA and this Agreement. By entering into this Agreement and thereby accepting the award of the Program funds, the Grantee agrees to comply with the terms and conditions of the NOFA, this Agreement, subsequent amendments to this agreement, the

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representations contained in the initial advance payment and subsequent full application(s), and the requirements of the authority cited above. Based on all representations made by the Grantee, the State shall encumber the full amount pursuant to the NOFA and provide advance payment upon request and subsequent payments in accordance with Exhibit B. All terms, conditions and other relevant provisions will be subject to amendments as a result of subsequent applications and awards for remaining funds as described in Exhibit B.

**3. Definitions**

Terms herein shall have the same meaning as defined by the NOFA.

**4. Scope of Work**

Grantee shall use the awarded funds in accordance with the approved scope of work as contained in the timeline and budget and related information outlined in the application for 25 percent advance payment and subsequent applications for total funding. The scope of work may be amended in compliance with statutory requirements subject to approval by the Department.

**5. Monitoring**

A. The Grantee shall maintain books, records, documents, and other evidence that demonstrates the funding was used for the appropriate purposes, as described in the Scope of Work, approved application, subsequent approved applications and all other pertinent documents. These books, records, documents and other evidence shall be available for audit and inspection by the Department at any point during the term of the agreement and subject to any amendments to this agreement.

B. The Department may request additional information, as needed, to demonstrate statutory compliance, satisfaction of program requirements and necessary amendments to this agreement, including but not limited to reporting or audit requirements, implementing advance payment(s), or award amount to the Grantee.

C. The department may monitor expenditures and activities of an applicant, as the department deems necessary, to ensure compliance with statutory or department requirements.

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- D. The department may, as it deems appropriate or necessary, request the repayment of funds from a Grantee pursuant to Health and Safety Code section 50515.05 (e), or pursue any other remedies available to it by law for failure to comply with statutory or department requirements.
- E. The department's decision to approve or deny an application or request for funding pursuant to the program, and its determination of the amount of funding to be provided, shall be final pursuant to Health and Safety Code section 50515.04(g).
- F. Monitoring provisions may be amended and are subject to additional provisions in accordance with this agreement or subsequent amendments.

**6. Department Contract Coordinator**

The Contract Coordinator of this Agreement for the Department is the Housing Policy Development Manager, or the Manager's designee. Unless otherwise informed, any notice, report, or other communication required by this Agreement shall be mailed by first class mail to the Department Contract Coordinator at the following address:

Department of Housing and Community Development  
Housing Policy Development  
Land Use Planning Unit  
Attention: REAP Program Manager  
2020 West El Camino Avenue, Suite 500  
Sacramento, CA 95833  
P. O. Box 952050  
Sacramento, CA 94252-2050

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Application for Funds**

- A. The Department is entering into this Agreement on the basis of, and in reliance on facts, information, assertions and representations contained in any application and award and any subsequent modifications or additions thereto approved by the Department. All awarded applications for funding and any approved modifications and additions thereto are hereby incorporated into this Agreement.
- B. The Grantee warrants that all information, facts, assertions and representations contained in any approved application and approved modifications and additions thereto are true, correct, and complete to the best of the Grantee's knowledge. In the event that any part of an application and any approved modification and addition thereto is untrue, incorrect, incomplete, or misleading in such a manner that would substantially affect the Department's approval, disbursement, or monitoring of the funding and the grant or activities governed by this Agreement, the Department may declare a breach hereof and take such action or pursue such remedies as are provided for breach hereof.

**2. Grant and Reimbursement Limit**

- A. The maximum total amount encumbered to the Grantee pursuant to this agreement shall not exceed \$462,699.00.
- B. This agreement authorizes an initial advance payment(s) for eligible activities as described in the 25 percent application.
- C. This agreement authorizes subsequent award amounts or advance payment up to the total award amount as described in Section 2A and subject to Department approval.
- D. The Grantee shall submit and follow a schedule for the expenditure of the 25 percent advance payment, any additional payment, subsequent payment and the total amount prior to disbursement of funds. The

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schedule is subject to Department approval and may be revised as the Department deems necessary.

**3. Grant Timelines**

- A. This Agreement is effective upon approval by all parties and the Department, which is evidenced by the date signed by the Department on page one, Standard Agreement, STD 213 (the "Effective Date").
- B. All Grant funds must be expended by December 31, 2023 pursuant to Health and Safety Code section 50515.04(c)(1).
- C. The Grantee shall deliver to the Department all final invoices for reimbursement on or before November 1, 2023, to ensure the Department meets the December 31, 2023 expenditure deadline. Under special circumstances, approved by the Department, the Department may provide exception, including, but not limited to, advance payment to carry out the terms of this agreement.
- D. It is the responsibility of the Grantee to monitor the project and timeliness of draws within the specified dates.

**4. Allowable Uses of Grant Funds**

- A. The Department shall not award or disburse funds unless it determines that the grant funds shall be expended in compliance with the terms and provisions of the NOFA which includes associated forms and guidelines and this Agreement.
- B. Grant funds shall only be used by the Grantee for project activities approved by the State that involve planning activities in accordance with the NOFA.
- C. Grant funds may not be used for administrative costs of persons employed by the Grantee for activities not directly related to eligible activities.
- D. The Grantee shall use no more than 5 percent of the total grant amount for costs related to administration of the project.

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## EXHIBIT B

- E. A Grantee that receives funds under this Program may use a subcontractor and Grantee shall be accountable to the Department to ensure subcontractor's performance the subcontract shall provide for compliance with all the requirements of the Program. The subcontract shall not relieve the Grantee of its responsibilities under the Program.
- F. After the contract has been executed by the Department and all parties, approved and eligible costs for eligible activities may be reimbursed for the project(s) upon completion of deliverables or paid in advance in accordance with the scope of work and subject to the terms and conditions of this Agreement.
- G. Only approved and eligible costs incurred for work after October 1, 2019, continued past the date of execution and acceptance of the Standard Agreement and completed during the grant term will be reimbursable.

### 5. Performance

The Grantee will be subject to amendments to this section as a result of future applications and awards.

### 6. Fiscal Administration

- A. The Grantee will be subject to amendments to this section as a result of subsequent applications and awards.
- B. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall immediately terminate and be of no further force and effect. In this even, the State and Contractor shall be relieved of any and all obligations under this Grant Agreement.
- C. If funding for any fiscal year is reduced or deleted by Budget Act for purposes of this program, the State shall have the sole discretion to cancel this agreement without cause, no liability occurring to the State, or amend the current Grant Agreement and amount allocated by the Contractor.

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**EXHIBIT D**

**REAP TERMS AND CONDITIONS**

**1. Reporting**

- A. During the term of the Standard Agreement the Grantee shall submit, upon request of the Department, a performance report that demonstrates satisfaction of all requirements identified in this Standard Agreement.
- B. The Grantee will be subject to amendments to this section as a result of subsequent applications and awards.

**2. Accounting Records**

- A. The Grantee, its staff, contractors and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.
- B. The Grantee shall establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the scope of work, project timeline and budget. Separate bank accounts are not required.
- C. The Grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- D. The Grantee agrees that the state or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Standard Agreement.
- E. Subcontractors employed by the Grantee and paid with moneys under the terms of this Standard Agreement shall be responsible for maintaining accounting records as specified above.

**3. Audits**

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- A. At any time during the term of the Standard Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the Department's request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The State of California has the right to review project documents and conduct audits during and over the project life.
- 1) The Grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement.
  - 2) The Grantee agrees to provide the Department or the Department's designee, with any relevant information requested.
  - 3) The Grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, Program guidelines, and this Agreement.
- B. If a financial audit is required by the Department, the audit shall be performed by an independent certified public accountant. Selection of an independent audit firm shall be consistent with procurement standards contained in Exhibit D, Section 8 subsection A. of this Standard Agreement.
- 1) The Grantee shall notify the Department of the auditor's name and address immediately after the selection has been made. The contract for the audit shall allow access by the Department to the independent auditor's working papers.
  - 2) The Grantee is responsible for the completion of audits and all costs of preparing audits.
  - 3) If there are audit findings, the Grantee shall submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
- C. The Grantee agrees to maintain such records for possible audit after final payment pursuant to Exhibit D, Section 3, subsection E. below, unless a longer period of

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records retention is stipulated.

- 1) If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, all records must be retained by the Grantee, contractors and sub-contractors until completion of the action and resolution of all issues which arise from it. The Grantee shall include in any contract that it enters into in an amount exceeding \$10,000, the Department's right to audit the contractor's records and interview their employees.
  - 2) The Grantee shall comply with the caveats and be aware of the penalties for violation of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.
- D. The determination by the Department of the eligibility of any expenditure shall be final.
- E. The Grantee shall retain all books and records relevant to this Agreement for a minimum of (3) three years after the end of the term of this Agreement. Records relating to any and all audits or litigation relevant to this Agreement shall be retained for five years after the conclusion or resolution of the matter.

**4. Remedies of Non-performance**

- A. Any dispute concerning a question of fact arising under this Standard Agreement that is not disposed of by agreement shall be decided by the Department's Housing Policy Development Manager, or the Manager's designee, who may consider any written or verbal evidence submitted by the Grantee. The decision of the Department's Housing Policy Development Manager or Designee shall be the Department's final decision regarding the dispute, not subject to appeal.
- B. Neither the pendency of a dispute nor its consideration by the Department will excuse the Grantee from full and timely performance in accordance with the terms of this Standard Agreement.
- C. In the event that it is determined, at the sole discretion of the Department, that the Grantee is not meeting the terms and conditions of the Standard Agreement, immediately upon receiving a written notice from the Department to stop work, the Grantee shall cease all work under the Standard Agreement. The Department has the sole discretion to determine that the Grantee meets the terms and conditions after a stop work order, and to deliver a written notice to the grantee to resume work under the Standard Agreement.

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- D. Both the Grantee and the Department have the right to terminate the Standard Agreement at any time upon 30 days written notice. The notice shall specify the reason for early termination and may permit the Grantee or the Department to rectify any deficiency(ies) prior to the early termination date. The Grantee shall submit any requested documents to the Department within 30 days of the early termination notice.
- E. A strong implementation component for the funded activity through this Program is required, including, where appropriate, agreement by Grantee and its subcontractors to formally adopt or complete a planning or other activity consistent with the NOFA. The Grantee must carry out provisions to ensure the adoption or completion of activities in accordance with the NOFA, including activities subcontracted to localities. Grantee may be subject to repayment of the grant should the Grantee or any of its subcontractors under this agreement fail to adopt or complete activities set forth in its application, this Agreement or any amendments to this Agreement.
- F. The following shall each constitute a breach of this Agreement:
- 1) Grantee's failure to comply with any term or condition of this Agreement.
  - 2) Use of, or permitting the use of, grant funds provided under this Agreement for any ineligible costs or for any activity not specified and approved under this Agreement.
  - 3) Any failure to comply with the deadlines set forth in this Agreement unless approved by the Program Manager in writing.
- G. In addition to any other remedies that may be available to the Department in law or equity for breach of this Agreement, the Department may at its discretion, exercise a variety of remedies, including but not limited to:
- 1) Revoke existing REAP award(s) to the Grantee;
  - 2) Require the return of unexpended REAP funds disbursed under this Agreement;
  - 3) Require repayment of REAP Funds disbursed and expended under this agreement;
  - 4) Seek a court order for specific performance of the obligation defaulted upon,

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or the appointment of a receiver to complete the obligations in accordance with the REAP Program requirements; and

- 5) Other remedies available at law, by and through this agreement. All remedies available to the Department are cumulative and not exclusive.
  - 6) The Department may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.
- H. The Grantee may be subject to amendment of this section as a result of subsequent applications and awards.

**5. Indemnification**

Neither the Department nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, its contractors, its sub-recipients or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon the Grantee under this Standard Agreement. It is understood and agreed that the Grantee shall fully defend, indemnify and save harmless the Department and all of the Department's staff from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortuous, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, contractors, sub-recipients, or subcontractors under this Standard Agreement.

**6. Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions.

**7. Relationship of Parties**

It is expressly understood that this Standard Agreement is an agreement executed by and between two independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

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8. Third-Party Contracts

- A. All state-government funded procurements must be conducted using a fair and competitive procurement process. The Grantee may use its own procurement procedures as long as the procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law.
- B. Any contract entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement and shall be applicable to the Grantee's sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors shall be submitted to the Department's program manager.
- C. The Department does not have a contractual relationship with the Grantee's sub-recipients, contractors, or subcontractors, and the Grantee shall be fully responsible for monitoring and enforcement of those agreements and all work performed thereunder.

9. Compliance with State and Federal Laws, Rules, Guidelines and Regulations

- A. The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the grant, the Grantee, its contractors or subcontractors, and any other grant activity.
- B. During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, ancestry, national origin, sex, gender, gender identity, gender expression, genetic information, age, disability, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-20) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations.
- C. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements with all of same that each of them in turn



**EXHIBIT D**

include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under the REAP.

- D. The Grantee shall, in the course of performing project work, fully comply with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
- E. The Grantee shall adopt and implement affirmative processes and procedures that provide information, outreach and promotion of opportunities in the REAP project to encourage participation of all persons regardless of race, color, national origin, sex, religion, familial status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, as required by 24 CFR 92.351.

**10. Litigation**

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or action consistent with the terms of this Agreement and the interests of the Department.

**11. Changes in Terms/Amendments**

- A. The Grantee may be subject to amendments to this section as a result of subsequent applications and awards.
- B. This Agreement may only be amended or modified by mutual written agreement of both parties.

**12. State-Owned Data**

- A. Definitions

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1) Work:

The work to be directly or indirectly produced by the Grantee, its employees, or by and of the Grantee's contractor's, subcontractor's and/or sub-recipient's employees under this Agreement.

2) Work Product:

All deliverables created or produced from Work under this Agreement including, but not limited to, all Work and Deliverable conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six months after the termination thereof, which relates to the Work commissioned or performed under this Agreement. Work Product includes all deliverables, inventions, innovations, improvements, or other works of authorship Grantee and/or Grantee's contractor subcontractor and/or sub-recipient may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.

3) Inventions:

Any ideas, methodologies, designs, concept, technique, invention, discovery, improvement or development regardless of patentability made solely by the Grantee or jointly with the Grantee's contractor, subcontractor and/or sub-recipient and/or Grantee's contractor, subcontractor, and/or sub-recipient's employees with one or more employees of the Department during the term of this Agreement and in performance of any Work under this Agreement, provided that either the conception or reduction to practice thereof occurs during the term of this Agreement and in performance of Work issued under this Agreement.

B. Ownership of Work Product and Rights

- 1) All work Product derived by the Work performed by the Grantee, its employees or by and of the Grantee's contractor's, subcontractor's and/or sub-recipient's employees under this Agreement, shall be owned by the Department and shall be considered to be works made for hire by the Grantee and the Grantee's contractor, subcontractor and/or subrecipient for the Department. The Department shall own all copyrights in the work product.
- 2) Grantee, its employees and all of Grantee's contractor's, subcontractor's and sub-recipient's employees agree to perpetually assign, and upon

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**EXHIBIT D**

creation of each Work Product automatically assign, to the Department, ownership of all United States and international copyrights in each and every Work Product, insofar as any such Work Product, by operation of law, may not be considered work made for hire by the Grantee's contractor, subcontractor and/or subrecipient from the Department. From time to time upon the Department's request, the Grantee's contractor, subcontractor and/or subrecipients, and/or its employees, shall confirm such assignments by execution and delivery of such assignment, confirmations or assignment or other written instruments as the Department may request. The Department shall have the right to obtain and hold in its name all copyright registrations and other evidence of rights that may be available for Work Product under this Agreement. Grantee hereby waives all rights relating to identification of authorship restriction or limitation on use or subsequent modification of the Work.

- 3) Grantee, its employees and all Grantee's contractors, subcontractors and sub-recipients hereby agree to assign to the Department all Inventions, together with the right to seek protection by obtaining patent rights therefore and to claim all rights or priority thereunder and the same shall become and remain the Department's property regardless of whether such protection is sought. The Grantee, its employees and Grantee's contractor, subcontractor and/or subrecipient shall promptly make a complete written disclosure to the Department of each Invention not otherwise clearly disclosed to the Department in the pertinent Work Product, specifically noting features or concepts that the Grantee, its employees and/or Grantee's contractor, subcontractor and/or subrecipient believes to be new or different.
- 4) Upon completion of all work under this Agreement, all intellectual property rights, ownership and title to all reports, documents, plans, specifications and estimates, produced as part of this Agreement shall automatically vest in the joint owners and no further will be necessary to transfer ownership to the Department.

**13. Special Conditions**

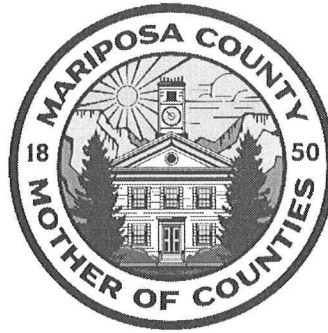
The State reserves the right to add any special conditions to this Agreement it deems necessary to assure that the policy and goals of the Program are achieved.

Exhibit B

**Mariposa County**

**Ben Goger**

*Housing Development Specialist*



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[www.mariposacounty.org](http://www.mariposacounty.org)

January 11, 2021

Dear Nevada County Board of Supervisors,

This letter is to formalize the cooperation and funding agreement related to the collaborative Regional Early Action Planning (REAP) grant funded Mother Lode Region Accessory Dwelling Unit (ADU) Workbook projected being proposed in the Counties of Nevada, Amador, Calaveras, and Mariposa.

This project is based on a several technical assistance planning sessions where the California Department of Housing and Community Development engaged County Staff in scoping -Accessory Dwelling Unit Priorities in the participating Counties. A draft scope of work was produced and included in the Counties REAP application and attached here. The participating Counties understand that a regional ADU workbook will be applicable across the region in many ways but will also have to be unique to each County's development code and particular community characteristics.

Likewise the project funding is all from one State source, REAP, but the County contributions to this project are not equal. We propose that where applicable the workbook based on the scope below is shared a crossed the region and if a County is contributing additional funds, additional specific appendices can be produced for that County to use.

Mariposa County will draft and post a Request for Qualifications and then accept proposals based on the participating Counties REAP applications. All participating Counties will take part in the review and selection process of a qualified professional consultant. Once the contractor is selected, the Counties will further agree on their financial contributions based on the contractors proposed budget. The Counties also agree to contribute effort to the project steering committee.

**REAP award contributions amounts**

Amador	\$37,750
Calaveras	\$200,970
Mariposa	\$60,758
Nevada	\$45,000

Please let me know if you have any questions and thank you for your participation.

Sincerely,

Ben Goger  
Housing Development Specialist

## Motherlode Region ADU Workbook

### **Project Summary**

The Mother Lode Region (MLR) would like to encourage the development of Accessory Dwelling Units (ADUs), also known as second units to increase housing production. The MLR collaborative includes the following counties: Amador, Calaveras, Nevada, and Mariposa. The MLR would like to utilize a portion of each county's grant allocation from the Regional Early Action Planning (REAP) grant program for an ADU workbook. The respective contributions for the three Counties will be Amador 37,750, Calaveras 200,970, Nevada 45,000, and Mariposa 60,758. The ADU workbook will be a tool for homeowners to encourage the development of ADUs. This workbook will streamline the process of development planning and provide guidance on how to approach on-site well/septic service(s) for the ADU.

**Goals and Deliverables** The goal of this work effort is to provide more information and hands-on resources that will motivate and encourage homeowners to develop ADUs. MLR will work together with a consultant to draft and implement this workbook. This workbook will include the following deliverables.

- A guide for permitting ADUs that includes timelines, requirements for submissions and permit fees. It will outline the requirements for constructing an ADU, highlight when reduced standards apply and clarify which ADUs are exempt from mitigation fees/permit fees, and the like. This will vary by County, so the workbook will need to be adjusted to reflect the needs of each agency.
- The workbook will include a checklist for planning of the ADU and could include examples of models that are pre-permitted. This scope assumes that the consultant will use example plans from the state toolkit and conduct thorough research on models and strategies appropriate for the region.
- As part of the workbook preparation, and as a result of outreach, a contact list of licensed contractors (including engineers, surveyors, etc.) willing to work within each county will be included. This list will not be a mandated list of contractors but a resource for homeowners.
- Examples of prefabricated units will be provided to each County for consideration and inclusion in the workbook. The concept is that at least four vendors per County will be identified, though more may be added if available.
- Summary costs of prefabricated units will be provided based on vendor information.
- As part of the workbook and vendor identification, the team will work with each County to ensure that the examples include appropriate design such as snow loads, wildfire hazard design, and consideration of historic districts.
- If possible, the prefabricated ADU will be provided for pre-permitting review by the building and health department of each county.
- The workbook will include examples of contractor bids if available and public, for construction of each ADU (not including site development costs). Ideally, estimates will be considered for both new prefabricated units and conversion of an existing accessory structure. Factors that would significantly influence cost/timing will be identified for consideration by the homeowner. Where possible this information will be taken from previous building permit(s), and interviews with the homeowner.
- Where possible, a list of incentives/strategies used by other jurisdictions for promoting the development of ADUs will be included.
- Both on-line and printed versions of the workbook will be provided.
- In addition to the workbook, online resources, checklists, FAQs, etc. and/or promotional materials for an ADU project will be prepared with links to other agencies, examples of completed units, press releases, and media materials.



- The workbook will include landlord Incentive promotional materials per county to link potential landlords to tenant support programs for seniors, veterans, CalWorks families, etc. encouraging development of ADUs alongside existing residences.
- Process for permitting. Every county has a different set of requirements from public health for onsite utilities (water/wastewater). As part of the county-specific workbook, these requirements will be outlined and both design and agency contact information provided.

**Scope Items**

- Community Engagement
- Draft Workbook: Consultant will draft a digital and hard copy homeowner manual to guide homeowners from initial interest to construction. While the base information will be applicable to all member agencies, as appropriate, each workbook will be tailored to the individual member.
- Summarize county’s ordinances and state laws: Summarize the key ADU standards in all counties. This matrix can help homeowners and designers know the rules and fees.
- Final Workbook: After receiving consolidated feedback from the MLR, the consultant will finalize the workbook.

**Outreach** The consultant will create an outreach plan for the counties. The consultant will hold one, region-wide outreach event that will launch the ADU workbook and provide opportunities for contractors, non-profit organizations, leaders, designers, etc. to discuss their services with the public.

**PARTICIPATION AGREEMENT FOR MOTHERLODE REGION ACCESSORY DWELLING UNIT (ADU) WORKBOOK**

By the signature of the authorized represented below the County of Nevada is agreeing to the following.

Participation in the review and selection of a qualified consultant to execute the project scope noted above.

Financial contribution of REAP funds as indicated in your County’s 2020 REAP application.

Attention: Brian Foss, Director of Planning  
Nevada County

Agreed:

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Authorized Representative Date

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Printed Name and Title